

BUDGET JUSTIFICATION WORKSHEET

You must provide a detailed cost justification for the estimated budget amounts reflected in Section B of your SF-424A application form. This detailed information will enable the EPA project officer to perform the required analysis to determine if the costs are reasonable and necessary. You may use the following format or a format of your choice to provide this information.

[NOTE: Please indicate any pre-award costs with an asterisk (*)]

a. PERSONNEL

POSITION TITLE	NUMBER	ANNUAL SALARY	WORK YEARS	AMOUNT
a. PERSONNEL TOTAL				

b. FRINGE BENEFITS

BASE	
RATE	X
b. FRINGE BENEFITS TOTAL	

c. TRAVEL

If the grant is not for a continuing environmental program or if travel is not well documented in the work plan, provide a breakdown of the number of trips, destinations, number of travelers, etc. to document estimated travel costs.

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c. TRAVEL TOTAL	

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d. EQUIPMENT

Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Please list equipment items (i.e., vehicles, boats, etc.) and provide adequate detail to enable the EPA project officer to make an eligibility determination and to verify cost. For "equipment" with a cost of less than \$5,000 per unit, list under supplies.

ITEM	NUMBER	COST PER UNIT	TOTAL
d. EQUIPMENT TOTAL			

e. SUPPLIES

List by groups (as appropriate), such as office supplies, lab supplies, field supplies. If the cost for a particular group is over \$50,000, please provide a list of the more costly items or subsets.

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f. CONTRACTUAL

List each planned contract separately and the type of services/project activity to be performed. For purposes of the grant application, the list may be fairly generic. Intergovernmental Agreements should be listed under category h. OTHER.	
f. CONTRACTUAL TOTAL	

g. CONSTRUCTION (N/A)

h. OTHER

List other items that would not be appropriately included elsewhere, such as costs for maintenance, operations, repairs, motor pools, rental, training, publication and printing, and Intergovernmental Agreements.	
h. OTHER TOTAL	

i. TOTAL DIRECT COSTS: (Sum of categories A through H)	
j. INDIRECT COSTS: (RATE: %) Attach a copy of your latest indirect cost agreement or date the current copy was provided to the EPA Grants Office.	
k. TOTAL PROPOSED COSTS: (Sum of categories I through J)	
FEDERAL FUNDS REQUESTED: _____%	_____
RECIPIENT SHARE OF TOTAL COSTS: _____%	_____